



CENTRAL POINT PARKS
AND RECREATION

SPECIAL EVENT HANDBOOK

Mailing Address:
Central Point Parks & Recreation
140 South Third Street
Central Point, OR 97502

Phone: 541.664.3321 x130
Fax: 541.664.6384

Revised January 2018

The City of Central Point is excited to be a part of your planned event! We host numerous events each year, and we understand the amount of time and planning that go into events, large and small. This handbook is meant to make the process a little easier. It is our goal to assist event organizers in planning safe and successful events that will have a minimal impact on our neighborhoods surrounding the events.

Please use this handbook to assist in filling out the necessary forms that pertain to your particular event. All of the forms pertaining to your event need to be filled out accurately and completely, and should be submitted to Central Point Parks & Recreation **no later than thirty (30) days before the event**. If an application is submitted after the preferred thirty (30) day mark, any appeals to a decision are waived by the applicant. Keep in mind the thirty (30) day mark is necessary due to the possibility of certain City permitting requirements, so it is best to have the application in early. Applications will not be accepted when the proposed event is fewer than fifteen (15) days away.

In general, permits are required for any organized activity involving the use of, or having impact upon; public property, public facilities such as: parks, sidewalks, and streets, or the temporary use of private property in a manner that varies from its current land use.

City and or a designated representative shall have the right to terminate this agreement due to inclement weather, acts of God, air quality concerns, emergencies, and or other factors that the City deems hazardous. There will be an attempt to reschedule the location or venue for a future date, but there cannot be a guarantee of feasibility due to unforeseen circumstances such as but not limited to; preexisting agreements with other parties, such as venue reservations, limited timelines, and or other extenuating factors. I also understand that termination for any reason does not guarantee a refund of any kind due to expenses incurred by the City for planning, venue preparation, staffing needs, and other factors.

REQUIRED SECTIONS:

Special Event Permit Application

Planning Information

Affidavit of Application

Save Harmless Agreement

Official Use Only

EVENT SPECIFIC PERMITS:

Amplified Equipment Permit

Street Closure Permit

Bounce House Permit

Alcohol Permit

Fee Waiver Permit

If you plan on using any of the City Parks for your event, you need to make a reservation in order to ensure the space you need is and will be available. Please be sure to fill out the section under Gazebo and Field Rental, and reference the included Fee Schedule form for pricing. If you need assistance or have any questions, please contact:

Parks & Recreation
Special Events & Marketing
541.664.3321 x 130

City of Central Point
140 South Third St.
Central Point, OR 97502

THINGS TO KEEP IN MIND:

This application is designed to gather information about the event. Applicant is required to provide the following information:

- Type of event
- Date(s) of event
- Duration of event days or hours
- Location of event
- Event history/background
- Point of contact information

Upon submitting your application, all information will be considered public information and may be used by the City for promotional purposes (ie. Calendar of events and social media). The City will use all information regard-ing your event to approve or deny your application. If our organization is a not for profit, please include a copy of your IRS 501(3)C letter. It is important that all information is timely, accurate, and complete in order to facilitate the application process.

TYPE OF INFORMATION YOU WILL NEED TO PROVIDE AND BE AWARE OF:

- **Site Plan/Route Map:** This enables the City to visualize the event and its layout. Please remember to mark the locations of all items that are not normally found at the site. If you need any street closures, you will need to fill out the Street Closure Permit.
- **Security:** This pertains to crowd control. Although you are not required to hire security, you must provide a way to control the anticipated crowd at your event. If you are expecting more than 50 people at your event, you will need to fill out this section.
- **Alcohol:** If alcoholic beverages will be available for purchase or for sample at your event, you are required to obtain the necessary licenses and permits, and you may need to obtain insurance. You will need a license issued from the Oregon Liquor Control Commission (OLCC). Special Events may require a Temporary Sales License (TSL) via the OLCC. For more information regarding the proper licenses and permits required by the OLCC, please call (541) 776-6191.

oMunicipal Code 9.68.210 states, "The posession and use of alcohol is prohibited in all public parks. Permits can be issued for special events at the discretion of the City Administrator or his or her desginee; provided the applicant posesses a license for special events issued by the Oregon Liquor Control Commission."

oIf you will have alcohol at your event, please submit an [ALCOHOL PERMIT APPLICATION](#) in conjunction with the other required applications for your event.

oTwin Creeks Park is the only authorized park for alcohol permitting unless event is presented to and approved by City Council.

- **Bounce House:** Bounce Houses are only allowed in Twin Creeks Park with special permitting. In order to issue permit, a completed **BOUNCE HOUSE POLICY** and all required paperwork & information must be submitted in full at time of Special Event application.
- **Fee Waiver:** If you are requesting fees to be waived, you must complete the **FEE WAIVER APPLICATION** in full as well as any additional pertaining sections. Application must be submitted at time of Special Event applicaiton.
- **Medical:** If you are expecting less than 50 people at your event, you will not need to fill out the medical section. It is important that you plan ahead and have medical services available at your event in the event it is needed.
- **Parking and Shuttle:** It is important to have a plan regarding parking and shuttling your attendees if necessary. Depending on the event location and your expected attendance, it may be necessary to have parking control at your event. Larger events may have a need for designated parking areas.
 - o **Per Municipal Code 9.68.150, no vehicles may be driven or parked in any areas other than those provided, maintained, or designated for such purposes. This includes, but is not limited to the park's grass, tennis, and basketball courts.**
 - o **Fines will be incurred if you are found breaking the law.**
- **Accessibility:** Each event is required to comply with all City, County, State and Federal Disability Access Requirements applicable to your event. All areas of your event need to be accessible to individuals with disabilities, or an alternate area must be provided with the same activities.
- **Garbage and Recycling:** It is necessary that you have a plan to properly dispose of waste material at your event. It is not required that you recycle, but it is recommended. You should have enough garbage cans at your event and change the liners regularly to prevent overflow.
- **Sanitation:** You will need to have adequate amount of toilets and wash stations for the anticipated number of people attending your event. If there is no access to permanent restrooms, or there is a need for additional services, you will need to arrange to have portable toilets and wash stations delivered to your event.
- **Amplified Equipment:** An amplified equipment permit is required for the use of any amplified equipment. Please answer the questions pertaining to this section. If you intend on having amplified equipment, you will need to submit an **AMPLIFIED SOUND PERMIT APPLICATION**.
- **Street Closure:** If there is a need for closure of any public streets, a **STREET CLOSURE APPLICATION** must be completed at time of application.
- **Food Concession or Food Preparation:** Any person selling or providing food and or beverages inside your event may be required to apply for a health permit. For more information, please contact the Jackson County Department of Health and Human Services, Environmental Health Division Located at 1000 E. Main St. Medford. Or Call (541) 774-8206.
- **Business Licenses & Insurance:** Any entity conducting business within city limits is required to possess a permit to do business within the city, and may be required to have liability insurance depending on services provided.
- **Damage Deposit:** ***All special events held at a City Park or Facility will require a \$200.00 Security and Damage deposit.*** This deposit is refundable as long as there is no damage to facility or property or violation of City Code.

(Please fill out the following application as thoroughly as you can in order to prevent a delay in approval. Submission of application is not a guaranteed approval. You will be issued a permit upon approval.

Thank you.)

CENTRAL POINT PARKS & RECREATION

SPECIAL EVENT PERMIT APPLICATION

Applicant Name

Organization

E-Mail

Address

Phone #

City

State/Zip

Birthdate

Event Title

Event Location

Describe Event

Event Date(s)

Alt. Date(s)

of Attendees

Total

Per Day

Event Times

Setup

Start

End

Cleanup

Event Category

Gazebos | Field | Space Desired (if event is to be hosted in a park)

Athletic | Recreation

Twin Creeks TC 1 TC 2 TC 3 TC 4

Festival | Celebration

Don Jones DJ 1 DJ 2 MU 1

Parade | Procession | March

Robert Pfaff Park RP 1 RP 2

Concert | Performance | Dance

Glengrove Wayside GW 1

Market | Carnival | Circus

Mentee Memorial MM 1

Special Attraction | Exhibit

Van Horn VH 1

*Wedding | Religious Activity

William Mott WM 1

Protest | Rally | Public Speaking

Skyrman Arboretum SR 1 SR 2

Community Event

Greenway ESPEY

Other

Civic Park | Fields Soccer MU 1

* Weddings are only hosted at Twin Creeks
or Pfaff Park

Community Park Soccer

Deposit Received: _____

Official Use Only

Received By _____ Title _____

Date _____ Date Applicant Contacted Upon Approval/Denial _____

SPECIAL EVENT PLANNING INFORMATION

Have you held this event before?	Yes	No
----------------------------------	-----	----

Are you seeking a waiver of fees?	Yes	No
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(If yes, must complete Fee Waiver Application)

Is the Event part of a larger marketing campaign?	Yes	No
---	-----	----

Is the Host Organization a Commercial Entity	Yes	No
--	-----	----

Is the Host Organization a tax exempt non-profit entity?	Yes	No
--	-----	----

I have attached proof of tax exempt status	Yes	No
--	-----	----

Are there fees for attendance?	Yes	No
--------------------------------	-----	----

How much are the fees?

Will vendors pay a fee?	Yes	No
-------------------------	-----	----

How much are the fees?

Is the event open to the public?	Yes	No
----------------------------------	-----	----

Is there free product or service to the community?	Yes	No
--	-----	----

Please describe community benefit

Will there be alcohol served at your event?	Yes	No
---	-----	----

(If yes, must complete an Alcohol Permit Application)

Will you be using amplified equipment?	Yes	No
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(If yes, must complete an Amplified Equipment Permit Application)

Will you be requesting approval for a Bounce House?	Yes	No
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(If yes, must review and complete the Bounce House Policy & Agreement)

Will you be needing street closures?	Yes	No
--------------------------------------	-----	----

(If yes, must complete Street Closure Permit Application)

Will you be needing access to water or power?	Yes	No
---	-----	----

Please describe your needs

SPECIAL EVENT PLANNING INFORMATION

Will there be first aid on site?	Yes	No
----------------------------------	-----	----

Will there be a Provider, Nurse or EMT on Site?	Yes	No
---	-----	----

If yes, who will provide the service?

Will your event host parking or a shuttle?	Yes	No
--	-----	----

Please describe services or plan

Will you need designated "NO PARKING" Areas?	Yes	No
--	-----	----

Please describe parking plan

Will there be designated disabled parking?	Yes	No
--	-----	----

Per Municipal Code 9.68.150, no vehicles may be driven or parked in any areas other than those provided, maintained, or designated for such purposes. This includes, but is not limited to the park's grass, tennis, and basketball courts.

Will you be using existing restrooms?	Yes	No
---------------------------------------	-----	----

Will you be providing additional restrooms?	Yes	No
---	-----	----

Please describe services or plan

Will at least 10% of restrooms have disabled access?	Yes	No
--	-----	----

Will individuals with disabilities have access to event?	Yes	No
--	-----	----

Please describe services or plan

Will you be providing trash / recycling service?	Yes	No
--	-----	----

Please describe services or plan

SPECIAL EVENT PLANNING INFORMATION

Will you be providing security?

Yes

No

Please describe services or plan

Does your event include food or food preparation?

Yes

No

Please describe how you will prepare food

Will your event host a food vendor or caterer?

Yes

No

Please describe services or plan

Will your event host items for sale?

Yes

No

Please describe services or plan

I understand that all vendors must provide a copy of
proof of insurance, applicable business licenses and
Food Vendors must provide copy of health certificates.

Yes

No

DISCLOSURES & AGREEMENTS

All Special Events that occur on City property need to have general liability insurance with a minimum coverage of \$1million. If your special event includes alcohol, you will also need liquor liability insurance. Please attach a copy of your organization's insurance policy if you currently have insurance.

Persons and or organizations using any City of Central Point facility are advised that the City assumes no responsibility for injuries and or accidents that occur while on City property. The applicant's initials and signature are acknowledgement of this fact and an agreement that the City will not be held liable for any medical expenses or personal property damages incurred during the use of City facilities.

Signature

I am authorized to sign this Special Event Application.

I Certify that the information contained in the foregoing application and all documents in conjunction with this application are true and correct to the best of my knowledge. I have read, understand, and agree to abide by the rules and regulations governing the proposed Special Event under Central Point Municipal Code.

Signature

Date

CENTRAL POINT PARKS & RECREATION

ALCOHOL PERMIT APPLICATION

ALCOHOL
PERMIT
APPLICATION

Applicant Name

OLCC Permit Holder Name

Permit #

E-Mail

Address

Phone #

City

State/Zip

Birthdate

Event Location Twin Creeks Robert Pfaff Park *(requires council approval)*

Describe Event

Event Date(s)

Alt. Date(s)

of Attendees Total Per Day

Alcohol serving times Start End

Type of Alcohol to be served (check all that apply)

Free | Hosted Alcohol

Beer

Distilled Spirits

Alcohol Sales

Wine

Other

Will you be providing security? Yes No

Please describe services or plan

Security must be provided for 200 or more people.

Will you have a closed beer garden? Yes No

Will you be identifying those 21 or older? Yes No

Please describe your plan to ensure safe sale and distribution of alcohol at your event.

Please attach TSL (If Applicable)

Signature

Date

Official Use Only

Received By _____ Title _____

Date _____ Approved/Denied _____

CENTRAL POINT PARKS & RECREATION

AMPLIFIED EQUIPMENT APPLICATION

Applicant Name

E-Mail

Address

Phone #

City

State/Zip

Birthdate

Describe Event

Event Date(s)

Event Time(s)

Will there be live music?

Yes

No

Will there be a live performance or speech?

Yes

No

Please describe type of equipment to be used

Where will the equipment be set up?

Performer | Band Name

E-Mail | Website

Address

Phone #

City

State/Zip

Cell #

All amplified equipment sound levels must not exceed 80 decibels during entire event.

I certify that the information contained in the foregoing application and all documents in conjunction with this application are true and correct to the best of my knowledge. I have read, understand, and agree to abide by the rules and regulations governing the proposed Special Event under Central Point Municipal Code.

Signature

Date

Official Use Only

Received By _____ Title _____
Date _____ Approved/Denied _____

SAVE HARMLESS AGREEMENT

AGREEMENT BETWEEN

Applicant Name

Organization

and

CITY OF CENTRAL POINT OREGON

I, _____ FOR MYSELF AND ON BEHALF OF MY HEIRS, REPRESENTATIVES, SUCCESSORS, AND ASSIGNS HEREBY RELEASE, ACQUIT, AND FOREVER DISCHARGE THE CITY OF CENTRAL POINT, and all departments, agencies, subdivisions, officers, agents, employees, or representatives, and all other related legal persons or entities not named herein, from any and all known or unknown claims, expenses, injuries, losses, rights of contribution or indemnity, as well as any other statutory rights, attorneys fees and damages, without limitation, which now exist or may ever develop, which are in any way connected with, based upon, or arise out of my participation in any and all events or activities listed and signed for above. This release includes but is not limited to claims for wages, monies, damages, attorneys' fees, emotional distress, stress, workers' compensation, injury and occupational disease, disability, discrimination, physical injuries, bodily injury and, medical expenses.

Initial Here

I understand that the event or activity which I am applying to hold and or attend is voluntary. I also understand that if I refuse to or otherwise fail to sign this liability waiver I will not be allowed to participate in any or all of the events listed above.

Initial here

I understand that I am at no time authorized to drive any motor vehicle at any time on any park without written approval from the City. I understand that I am liable for any damage to landscaping, sidewalks, irrigation, utilities, and sidewalks if I am found in violation.

Initial Here

I understand that the City and or myself shall have the right to terminate this agreement due to inclement weather, acts of God, air quality concerns, emergencies, and or other factors that the City deems hazardous. There will be an attempt to reschedule the location or venue for a future date, but there cannot be a guarantee of feasibility due to unforeseen circumstances such as but not limited to; preexisting agreements with other parties, such as venue reservations, limited timelines, and or other extenuating factors. I also understand that termination for any reason does not guarantee a refund of any kind due to expenses incurred by the City for planning, venue preparation, staffing needs, and other factors.

Initial Here

I have read, understand, and agree with the above.

Signature

Date

For Your Records:

Please make a copy of all completed event application documents for the event you are applying for.

NOTICE: Oregon law (ORS 105.682, et seq.) provides the owner of land is not liable in contract or tort for injury, death, or property damage that arises out of use of the land for recreational purposes (known as "Recreational use Immunity"). That immunity from liability does not apply if the owner makes a charge for permission to use the land. This fee is only for use of the assigned building for picnic purposes and for use of the picnic-related amenities in the designated pavilion area. Other uses of this park, or any use of the property outside the designated pavilion area, are not subject to a charge and, therefore the City of Central Point is not liable for injuries, death, or property damage arising out of such uses of the property for which no specific charge has been made.

DRAW SITE PLAN HERE

CENTRAL POINT PARKS AND RECREATION FEE SCHEDULE

Special Event and Wedding Facility Rental Fees: A special event is any event with 75 or more attendees or any event that requires special permitting. Special event permit applications must be submitted a minimum of 30 days prior to date of the event. Permits are subject to department approval and are not guaranteed. If the permit is denied, a refund for the permit fee will be issued. (*See Special Event Handbook for specific planning details and applications*):

- Damage Deposit: All special events held at a city park or facility will require a \$200 security and damage deposit. This deposit is refundable with no damage to facility, property or violation of municipal code.
- Special event fees are based on group size.

Group Size	Gazebo – First 4 Hours		Gazebo – Each Additional 2 Hours		Refundable Damage Deposit
	Resident	Non Resident	Resident	Non Resident	
75 – 100	\$75	\$95	\$25	\$35	\$200
101 – 150	\$125	NA	\$25	\$35	\$200
151 – 200	\$150	NA	\$25	\$35	\$200
201 – 300	\$175	NA	\$25	\$35	\$200
301 +	\$200	NA	\$25	\$35	\$200

Special Event Rates for each additional gazebo: Residents - \$25 minimum 4 hours; Non Residents \$35 minimum 4 hours

Special Event – Permit Fees: Permits are required for use of alcohol and amplified sound equipment as part of a special event:

Alcohol Permit	\$20
Amplified Equipment	\$20

Small Event Gazebo Rental Fees: Gazebo reservations are available for individual or group small events planned for 75 people or less.

Group Size	Gazebo – First 2 Hours		Each Additional 2 Hours	
	Resident	Non Resident	Resident	Non Resident
Less than 75 People	\$50	\$60	\$25	\$35

Small Event Rates for each additional gazebo: Residents - \$25 minimum 2 hours; Non Residents \$35 minimum 2 hours.

Field Rentals Fees: Athletic fields, basketball and tennis courts are available for reservation:

Individual Field Rental – First 2 Hours		Each Additional 2 Hours	
Resident	Non Resident	Resident	Non Resident
\$50	\$60	\$25	\$35

Seasonal Group Rental	
March - June	September - November
\$125	\$125